

Course Description

This hands-on, interactive course provides a solid overview and detailed instructions for using the new IHS Referred Care Information System (RCIS). The course encompasses two full days of instruction and includes lecture, demonstration, participant exercises, and time for questions.

The RCIS software package has been designed to automate the referral process by tracking clinical and administrative data for all referred care, including in-house referrals, referrals to other IHS facilities, and referrals to outside contract providers. This automated process provides timely and accurate referral data on individuals and groups of patients for the key clinical and administrative managers at care delivery sites, IHS Areas, and IHS Headquarters.

Who Should Attend

This course has been designed specifically for clinical and administrative managers and staff who have an active role in the Contract Health programs at their facility. Participants should be knowledgeable of the Contract Health System Management Information System, Business Office operations, or general information system activities.

Due to the high demand for this course and the limited space availability, it is recommended that participants be willing and able to train other staff members within their facility and Area upon completion of this course.

Course Objectives

Participants in this course will learn to:

- Enter, modify, and close referrals
- Design care-specific templates to facilitate referral initiation
- Create customized referral letters to send to referred providers
- Generate automated bulletins to notify key staff of referrals
- Utilize the RCIS effectively in conjunction with the CHS package and the PCC
- Set site parameters for local facility needs
- Define locally significant categories to assist with managing referrals
- Generate pre-defined and custom reports

Cancellation Policy

If you have been accepted for this course and need to cancel, you must do so 2 weeks prior to the first day of the course. Failure to do so may result in denial for attendance at future courses.

For Information

For more information about this course, please contact:

Toni Jarland
IHS--Phoenix Area Office
40 N. Central Ave., Suite 600
Phoenix, AZ 85
Phone: (602) 364-5268
Fax: (602) 364-5311
E-mail: tjarland@smtp.ihs.gov
or via IHS MailMan

Registration

To register, complete the registration form on the adjacent page and mail or fax it to:

Toni Jarland
IHS--Phoenix Area Office
40 N. Central Ave., Suite 600
Phoenix, AZ 85001
Fax: (602) 364-5311

Note: Telephone calls are not accepted.

Upon acceptance, a confirmation letter will be sent to the participant along with detailed course and travel information.

Date: Month 00-00, 1998

Time: 8:00 a.m. to 4:30 p.m.

Location: Phoenix, AZ

Name: _____

Title: _____

Organization Name and Address:

Phone: _____ Fax: _____

E-mail: _____

Approving Officer (print name and title)

Signature

Date Signed: _____

Note: Approving Officer signature is required and indicates approval and available funding for travel and per diem.

Prerequisites

In order to enroll in this course, participants must have a basic knowledge of the IHS Resource and Patient Management System (RPMS). Please refer to the "Who Should Attend" section of this brochure for further information.

Accreditation and Continuing Education Credit

The Indian Health Service Clinical Support Center is accredited by the Accreditation Council for Continuing Medical Education to sponsor continuing medical education for physicians.

The IHS Clinical Support Center designates this continuing education activity for XXX hours of Category 1 credit toward the Physician's Recognition Award of the American Medical Association.

This Category 1 credit is accepted by the American Academy of Physician Assistants.

The Indian Health Service is accredited as a provider of continuing education in nursing by the American Nurses Credentialing Center Commission on Accreditation, and designates this activity for XXX contact hours for nurses.

Referred Care Information System

**An Interactive RPMS
Software Training Seminar**



November 12 and 13, 1997
8:00 a.m. to 4:30 p.m.



**Indian Health Service
Division of Information Resources
Tucson, Arizona**

***Sponsored by the
Indian Health Service
Clinical Support Center***